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OFFICE OF PERSONNEL MEMORANDUM NO.

SUBJECT: **Career Planning for PE Designees**

1. Objectives

*objectives*  
In accordance with Agency ~~policy~~ on career development, there has been established a formal program of individual career planning for members of the Personnel Career Service. The major objectives of this program are as follows:

a. To meet Agency requirements for qualified personnel-type employees, both within the Office of Personnel and in the various Agency components. This program takes into account both present and anticipated requirements for personnel having the required qualifications.

b. To assist and guide individual PE designees in developing their professional capabilities to the fullest extent possible, consistent with Agency requirements.

2. Responsibilities

a. PE Designees - The individual PE designee is primarily responsible for his or her own professional development. No program can obviate the necessity for individual initiative and resourcefulness in this area. Individual PE designees will be encouraged at all times to take steps consistent with Agency policy and practice which will further their own professional advancement, such as outside reading, outside training courses, and so forth.

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~~The purpose of a formal program such as the one outlined herein is to assist and guide the individual in order to facilitate his development and to assure that it will be consistent with Agency requirements for qualified personnel.~~

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b. Supervisors - Supervisors of PE designees must necessarily play a key role in connection with career planning and career development matters. Individual career development plans will be reviewed by the appropriate supervisor or supervisors, and final approval will take the supervisor's comments into account in order that the requirements of the Office of Personnel and the Personnel Career Service may be fully recognized in the implementation of individual career plans.

c. Planning Panel  
Personnel Career Planning Committee - Individual career plans, plus comments of the supervisor or supervisors concerned, will be channeled to the ~~PCPC~~ <sup>PP</sup> for review and possible modification in accordance with established career planning policy. Such plans will then be channeled to the Deputy ~~Director~~ Director for Personnel with appropriate recommendation. (Review of individual career plans by the Personnel Career Service Board will be at the discretion of the D/Pers.

d. OP Training Officer - Responsibility for assuring implementation of the formal training aspects of approved career development plans is assigned to the Training Officer for the Office of Personnel.

e. Personnel Assignment Division - The Personnel Assignment Division is responsible for arranging for implementation of those portions of approved career plans which involve job rotation, and also for providing advice and counsel to PE designees in connection with career planning matters.

### 3. Procedures

a. Each individual PE designee will be expected to complete in duplicate, Form No. \_\_\_\_\_, Individual Career Development Plan for PE Service Designees. These forms will be distributed by the Records and Services Division to each

individual bearing a PE Service Designation. Completed forms will be routed through the established supervisory echelon for appropriate comments, and then forwarded to the Chairman, <sup>PP</sup>PCPC, Wing 1-F, Curie Hall. The <sup>PP</sup>PCPC will review proposed career development plans in the light of existing career development policies and, as appropriate, interview the individual concerned to assure complete understanding of the proposed plan as well as current policies related thereto. Following such review and analysis, the <sup>PP</sup>PCPC will forward the plan along with an appropriate recommendation to the Director of Personnel for approval, modification or disapproval.

b. Following the approval of a career development plan (which ordinarily would cover a period of from two to five years), the aspects of the plan requiring formal implementation will be appropriately recorded on the records maintained by the <sup>PP</sup>PCPC. It will then be the responsibility either of the OP Training Officer or the Personnel Assignment Division, as appropriate, to implement the action aspects at the appropriate time, or if this is not feasible, to advise the Director of Personnel of this fact and to recommend modification of the plan in the light of existing circumstances. The original of the plan will be filed in the official personnel folder and the duplicate will be retained in the records of the PE-CSB.

Harrison G. Reynolds  
Director of Personnel

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(when filled in)

INDIVIDUAL CAREER DEVELOPMENT PLAN FOR PE SERVICE DESIGNATION

NOTE: Policies and procedures relating to individual career planning for PE Service designees are contained in OPM 20-110- , Career Planning for PE Designees, which should be consulted by all persons utilizing this form.

PART I

(To be completed by PE Service Designee)  
If additional space is desired, use  
the last page of this form.

1. Name \_\_\_\_\_
2. Position title and grade \_\_\_\_\_
3. Organizational title and component \_\_\_\_\_
4. My career objectives are as follows:
5. My suggested career plan is as follows:  
(Include suggested training, job rotation, etc., if appropriate.)

Date: \_\_\_\_\_

Signature \_\_\_\_\_

(over)

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(when filled in)

**PART II**

**Supervisor's Comments and/or Recommendations**

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Date: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

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**PART III**

**Personnel Career Planning Committee Recommendation**

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Date: \_\_\_\_\_ Signature \_\_\_\_\_  
Chairman, Personnel Career Planning  
Committee

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(which filled in)

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PART IV

Personnel Career Service Board Recommendation (if appropriate)

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Date: \_\_\_\_\_

Signature \_\_\_\_\_

Executive Secretary  
Personnel Career Service Board

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PART V

Approval Action

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☐ Career Plan Approved as Outlined in Part I

☐ Career Plan Approved as Modified by Personnel Career Planning Committee

☐ Career Plan Approved as Modified by Personnel Career Service Board

☐ Career Plan Approved with Following Provisions:

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Director of Personnel

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(When Filled in)